

Logistics Readiness Center
Fort Belvoir, Virginia
Until Rescinded

Transportation

Transportation Motor Pool SOP

LRC
Fort Belvoir, VA 22060
08 May 2018

UNCLASSIFIED

SUMMARY of CHANGE


Transportation Motor Pool Standing Operating Procedures specifically, this
revision dated 08 May 2018

- This SOP replaces all existing SOPs

Transportation

Motor Pool

For the Director:



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Director
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History. This is a revision of the Transportation Motor Pool SOP, dated 28 March 2018.

Summary. This SOP outlines the policies and procedures for implementing the Transportation Motor Pool through the Logistics Readiness Center (LRC), Fort Belvoir, VA.

Applicability. This SOP applies to all personnel within the Logistics Readiness Center (LRC), Fort Belvoir, VA.

Suggested Improvements. The proponent of this SOP is the Logistics Readiness Center (LRC), Transportation Division. Users are invited to send comments and suggested improvements to Thomas.I.sannicolas.civ@mail.mil.

Distribution. This publication is available in electronic media only. It may be obtained from the Share Drive K: LRC BELVOIR SOPs. It is user's responsibility to ensure they are working with the most current version.

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1.1 PURPOSE: To prescribe procedures for Fort Belvoir Transportation Motor Pool (TMP) vehicle operations.

2.1 SCOPE: This procedure is applicable to all external and internal Transportation Motor Pool Customers.

3.1 Hours of Operation.

The TMP is located in Building 189, 5921 16th street. The hours of operations are 0630 - 1430 Monday - Friday. Operations office is closed for lunch during 1200 - 1230, and the Dispatch Office is closed every Wednesday for re-dispatching of unit assigned vehicles. The Dispatcher can be reached at (703) 805-2872; the Driver Training can be reached at (703) 805-2788; Front Desk can be reached at (703) 805-5010; TMP Operation (703) 805-1581 and TMP Supervisor (703) 805-3751.

4.1 Operator Responsibility.

Motor vehicle operator responsibilities are outlined in references listed in Appendix D. All new users of Government vehicles dispatched from the Fort Belvoir Motor Pool will comply with these directives and guidance from higher headquarters concerning motor vehicle operations; these responsibilities are also listed in the vehicles' logbook. Government vehicle operations are also subject to the enforcement for compliance with Virginia, Maryland, District of Columbia and New York State Motor Vehicle Codes or applicable laws. Drivers are subject to pay tolls and fees when using a Government vehicle. Obtaining toll tickets is the responsibility of the individual organizations. Drivers are subject to penalties that may be imposed by the local magistrate for violations of the law, including non-compliance with laws regulating transport of hazardous materials, substance, or waste.

4.1.2 Permissible Operating Distance.

Reference 1a establishes a one-way operating distance of 100 miles as the maximum permissible distance for motor vehicles. Vehicles are intended for local administrative travel, not for long distance temporary duty travel. Permissible operating distance applies to all vehicles (including those retained for on-call use and recurring dispatch). Requests to exceed the permissible operation distance must be made through the Director of Logistics Readiness Center Transportation Officer (Fort Belvoir) or the TMP Branch Chief, at least 10 days prior to the requested departure. A completed DD Form 2977, Composite Risk Management Worksheet must also accompany the request. The DD Form 2977 must be signed by the following: (Referencing TRADOC Reg 385-2):

- a. **Extremely high risk:** The SC of general officer grade. GO Commandants/Commanders can also sign off on extremely high risk.
- b. **High risk:** Colonel or equivalent as designated by the SC of general officer grade.
- c. **Moderate risk:** Lieutenant Colonel or equivalent and command sergeant major (CSM) serving as NCO Academy or CSM Academy Commandants, as designated by the SC colonel grade or above.
- d. **Low risk:** Company Level Commander (O3) or above; as designated by the SC of colonel grade or above.

5.1 Official Use of Vehicles.

- a. References 1a and 1c provide general responsibilities for official use of government vehicles. Specific guidance to users of vehicles from the Fort Belvoir Motor Pool is also located in the logbook for each vehicle or can be obtained at the Transportation Motor Pool. Government vehicles will be used for official Government purposes only. The use of a Government vehicle for personal business is not "official use." Transportation between domicile and place of employment is strictly prohibited.

6.1 Procedures to Obtain Vehicle Support for other than Recurring Dispatch Vehicles.

- a. A completed Fort Belvoir Form 12 (Request for Vehicle Transportation) will be submitted to the Transportation Motor Pool as soon as a requirement is established, but no later than 72 hours in advance of date a vehicle is needed. Instructions and on line access to this form is available at Appendix A. The request can be emailed or hand carried to building 189. All request must identify the specific mission the vehicles are to be used for. The activity's transportation coordinator must sign request, validating the use is for official government purposes. Instructions for completing the request are located in Appendix A, page 11 and a list of user codes is at figure A-1.
- b. Requests for one to four day dispatch of vehicles will be presented directly to the Operations Manager. The Operations Manager will review the request for accuracy and ensure compliance with this SOP and references in paragraph 1. Requests for periods longer than five days will be submitted to the Operations Manager and approved by the Operations Officer. Vehicles dispatched for funeral details will be issued on a daily basis only.
- c. If the type of vehicle requested is not on hand, a suitable replacement will be provided if present. When dispatching a vehicle, the driver/operator must be present a valid state driver's license, Military Driver's License (OF 346), CAC card and a copy of their certificate that shows completion of the Army Accident Avoidance Course. Additional licenses and/or certifications may be required if the vehicle is designed to carry more than 7 passengers, the gross Vehicle Weight Restriction exceed 26,000 pounds, and/or the vehicle is transporting hazardous material or specialized equipment. Contractors must have a memo from their Government Agency IAW AR600-55 with vehicles they are qualified to operate.
- d. The dispatch office will verify license at time of vehicle dispatching. Requested vehicles will be picked up between the hours of 0630 – 1100 hours only. Vehicles will be held until 1100 hours of the requested date. After 1100 vehicle will go to the next unit on the waiting list and you will be charged for the day as a "no show".
- e. Vehicles requested for use on a weekend must be picked up between 0630 - 1100 on the Friday prior to the mission start date. The driver/operator will perform and complete preventative maintenance checks and services on the vehicle prior to leaving the Transportation Motor Pool. Instructions and forms are contained in the vehicle log book. TMP personnel will validate any discrepancies with the vehicle.

- f. Upon completion of their mission, drivers/operators returning vehicles to the motor pool during the duty day will clean (vacuum) interior of the vehicle, remove all trash, fill the fuel tank, and wash the exterior of the vehicle. An after operational PMCS check will be made of the vehicle and will be conducted and recorded with TMP personnel.
- g. Vehicles returned after duty hours will be parked in the motor pool if the gates are still open. Otherwise the vehicle will be parked in the lot next to the motor pool on 16th Street. The vehicle will be secured and locked, and the keys and log book will be deposited in the slot on the front door of building 189. Operator/user is still responsible for after operational services and checks as stated in section (f.) above by 0800hrs of the next duty day.

7.1 Recurring Dispatch Procedures.

- a. IAW references 1a and 1c above, recurring (extended) dispatch relates to activities and functions that by their very nature require the use of a vehicle on a daily basis for the efficient and orderly conduct of official business. Appendix B of this document outlines specific information required in your request for extended dispatch.
- b. Vehicles assigned in this category will not be assigned for convenience or to avoid the use of a TMP pool vehicle. User documentation requests for recurring dispatches will contain specific rationale for vehicle use and specifically identify why a TMP pool vehicle will not satisfy the requirement. Recurring dispatches will not exceed 30 calendar days. Vehicles will not be assigned exclusively to any one official or employee. The following additional facts should be considered when requesting and justifying recurring dispatch:
 - (1) Utilization goals are management indicators which measures the average annual use for a particular type of motor vehicle on an installation. These goals are listed in reference 1a and 1c above. The DOD mileage utilization goal for sedan/passenger vans is 10,000 miles per year and small truck types (includes 4-wheel drive jeeps) is 9,000 miles per year. The DA annual mileage utilization goal for sedan/passenger vans and small trucks is 12,000 miles per year.
 - (2) The DOD advises that other annual utilization goals (such as passengers or tonnage carried or hours used) should be established if mileage is not an accurate measurement of the need for a particular vehicle. DA instructs that mission requirements, installation size, energy conservation programs, and availability of alternative transportation must also be considered when reviewing vehicle authorizations. Vehicles will not be operated only to meet utilizations goals.
 - (3) Mileage along does not always accurately reflect utilization. For example, 7 round trips per month from Fort Meade to Washington, DC, would exceed the DA annual utilization goals. However, if the vehicle were only used for that purpose, the vehicle would not be utilize 65% of the time.
- c. The DOD outlines some factors that may constitute meaningful utilization and reviewing the requirement:
 - (1) How valid is the data being used to evaluate utilization? Does the data properly reflect the operational environment and workload fluctuations?

- (2) Have all alternative transportation methods been sufficiently considered? Can the vehicle requirements being evaluated be consolidated with other established recurring dispatch vehicles or pool vehicles?
 - (3) Has Dispatch Form (DPAS) been used to manually track hours used and mission for vehicles not meeting or exceeding mileage utilization goals?
 - (4) Is all vehicle use reviewed utilization to ensure that effective asset employment is being achieved?
- d. Request for recurring dispatch vehicles will be submitted through the activity's chain of command to the Motor Officer. The request must contain all the information outline at Appendix B. The approval authority is the Director of the Logistics Readiness Center or the Transportation Officer.
- (1) All recurring dispatch vehicles will be justified annually. Utilization and current mission will be key factors in determining whether the vehicle remains on recurring dispatch.
 - (2) The Transportation Officer / Director of the Logistics Readiness Center has the authority to assign vehicles a more frequent dispatch schedule, and to return them to the TMP when necessary. Generally, recurring dispatch vehicles are dispatched for a 30 day period. Each vehicle logbook contains the schedule for re-dispatch days, usually during the last week of each month. Users that do not re-dispatch the vehicles during the schedule period will be changed to a more frequent dispatch. The first time the vehicle is returned late, the organization will receive oral/written warning; second offense will result in vehicle being limited to a two week (15 day) dispatch only; third offense the vehicle will be returned to the TMP and will be dispatched on a daily basis only.

8.1 Scheduled Bus Service.

a. Bus Service in support of DOD authorized Morale, Welfare and Recreation (MWR) programs, family service center programs, or private organizations will be evaluated IAW 1a above. Requests must be submitted 14 days in advance of the function through the activity's chain of command to the Transportation Motor Pool Transportation Officer. This include routine transportation requests for Command sponsored Youth Services activities; information, Tours, and Registration (ITR) trips; Child Development Services outings; and unit sponsored trips. Transportation request for organization and activities that are not directly related to the official mission will be evaluated individually. Should a driver be required, the cost will be charged to the organization requesting the bus. The memorandum will include:

- (1) Type of event.
- (2) Purpose of event.
- (3) Who will be utilizing the transportation?
- (4) Who is sponsoring event?
- (5) Who will benefit from the Transportation Services?
- (6) Who is participating in the event?
- (7) Statement explaining what will happen if transportation is not provided.

- b. A completed DD Form 2977, Composite Risk Management Worksheet must also accompany the memorandum.

9.1 Vehicle Operation.

a. An Operator's Daily Maintenance Checklist is located in each vehicle logbook. The list provides for checks before, during, and after operation of vehicle. The driver will annotate any deficiencies found during the daily check and operation of vehicle on FBTMP Vehicle Inspection Checklist found in the vehicle log book. The driver will bring any deficiencies to the attention of the Dispatcher or Operations Manager prior to leaving the TMP.

b. Use of the U.S. Government Fleet credit card issued by the Dispatcher. Card is assigned once vehicle is processed into the FBTMP database. A Government Vehicle Operator's Guide (DFSCH 4280.1) published by the Defense Fuel Supply Center is located in the logbook of the vehicle. This handbook provides an explanation of authorized services and procedures for use of the credit card. It also provides a list of companies by state that will accept the credit card.

c. In an emergency, refer to the log book of the vehicle. There is a MFR that lists emergency telephone numbers and some general instructions for after duty hour emergencies. There is a card on the front of the logbook with key numbers for during duty hour's emergencies.

d. Maintenance control phone # is located at the front of each log book in case of emergency maintenance issues during or after duty hours. All operators must notify the FBTMP of any issues via email or phone call within 12 hours of the occurrence.

e. Damage to a vehicle must be reported immediately to both the Provost Marshall Office and the TMP Operations Manager (703) 805-3581 or TMP Dispatcher (703) 805-2872. If the damage occurs after duty hours, the TMP Operations Manager or Dispatcher must be notified the following day. The operator will prepare SF Form 91 (Motor Vehicle Accident Report) and return the report to the TMP within 24 hours of the accident. No replacement vehicle will be issued for any at fault accident/incident.

10.1 Safety and Accident Prevention.

Reference 1a contains policies and procedures on safety and accident prevention. The following are actions the driver involved in accidents will take:

a. Stop immediately.

b. Assist the injured. Injured people shall not be moved unless absolutely essential for their protection.

c. Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, flares or reflectors shall be used when available.

d. Do not express oral or written opinions to claimants or their agents concerning liability, investigation findings, or possibility of claim approval.

e. Complete a SF Form 91 (Motor Vehicle Accident Report). If a SF Form 91 cannot be prepared by the driver because of injury or death, the report shall be completed by the next senior person directly responsible for the motor vehicle operation.

f. Comply with state and local laws governing the reporting of motor vehicle accidents.

g. Do not leave the scene of the accident except as authorized by a state law enforcement officer or other proper authority.

h. Do not make official accident investigation reports available to a claimant, or to any individual or representative of any non-DOD organization. Clearance shall be obtained from the claims officer before delivery of any accident report to a third party, including state or local officials.

i. Expeditiously, within 24 hours, deliver the completed SF Form 91 to the Transportation Motor Pool.

11.1 Winter Operations.

No vehicle (except emergency, life support, and fire) will be dispatched when red road conditions are in effect. Essential missions will be supported when amber road conditions are in effect. Activity Chiefs will determine what is essential to their missions when amber road conditions are in effect. Activity Chiefs will ensure drivers have winter driving experience when requiring dispatch of vehicles during amber road conditions.

12.1 Reimbursable Customers.

a. Transportation requirement that exceed the normal base level of service provided by the Garrison will require customer reimbursement. Reimbursable customers will coordinate with the Transportation Officer prior to requesting use of vehicle and arrange for payment of services. Reimbursable services provided to tenant organizations will be identified by the appropriate ISSA.

b. Reimbursable customers with recurring uses will be required to provide a Military Interdepartmental Purchase Request or GFEBS. Reimbursable use will be charged against the MIPR within fourteen (14) days of use.

c. One-time reimbursable customers will coordinate with the Transportation Officer at least 10 days prior to the requirement and make arrangements to pay for TMP services.

13.1 Annual Vehicle Utilization Report.

Each fiscal year during the October-November time frame, all customers who receive their NTV support from the TMP will receive a computation of annual mileage attained on the vehicle and total annual cost(s) during the previous fiscal year. This report will be in two parts: part one containing a list of all vehicles assigned to the using organization/activity with the total annual lease cost per vehicle, annual mileage costs, total annual cost, miles traveled in the previous year, and cost per mile to operate each vehicle. The second part of this report will contain the annual cost per vehicle, costs for miles and total annual cost, along with the number of miles operated during the previous year compared to the annual regulatory mileage goals for those vehicles. This information is to be used by each customer to analyze the quantity of vehicles being used, whether utilization is cost effective, and reconsideration of the number/types of vehicles on hand and cost effectiveness of such usage.

APPENDIX A

INSTRUCTIONS FOR FILLING OUT REQUEST FOR VEHICLE TRANSPORTATION FB FORM 12

Go to the following web site:

http://www.belvoir.army.mil/formmenu/forms/FB_12.xfdl

FORM: Requesting Activity Transportation Coordinator.

DATE: Enter date you submit your request to the Transportation Motor Pool.

DRIVER:

(a) TMP DRIVER REQUIRED. If a TMP driver is needed check YES

(b) USER DRIVER PROVIDED. If the activity using the vehicle is providing the driver, check YES

USER DRIVER: Provide the following information:

NAME AND GRADE: Last Name, First Name, and Grade/Rank of driver.

REPORTING INFORMATION TMP DRIVER: Use only when a TMP driver is required.

DRIVER SHOULD REPORT TO: Indicate to whom the TMP driver should report.

LOCATION AND PHONE NUMBER: Use when a TMP driver is required. Indicate where the TMP driver should report and phone number.

TIME AND DATE: Use only when a TMP driver is required. Indicate the time and date the TMP driver should report.

TIME AND DATE OF PICKUP AT TMP: Time and date vehicle will be picked up at TMP.

QUANTITY AND CARGO TYPE: How many personnel or how much/type of cargo is to be transported.

TYPE VEHICLE: Type of vehicle you require to complete the mission (truck, sedan, etc)

DESTINATION: Identify specific destination the dispatched vehicle will go. (Fort Bragg, Fredericksburg, VA, etc).

TIME AND DATE VEHICLE TO BE RETURNED TO TMP: Time and date the vehicle will be returned to the TMP.

PHONE NUMBER OF REQUESTER: Phone number of requester

MISSION: Provide a brief description of mission to be accomplished (e.g., meeting at the Pentagon on BRAC closure).

SIGNATURE: Authorities. Transportation Coordinator as appropriate. This block must have a readable signature by one of the above or the request will be returned with no action.

APPENDIX B

JUSTIFICATION FOR RECURRING DISPATCH VEHICLES

1. Unit name and location.
2. Type vehicle required (passenger/cargo?)
 - a. Number of passengers?
 - b. Type cargo to be transported?
3. Mission to be accomplished.
 - a. What is the mission of the organization?
 - b. Where will the vehicle be driven?
 - c. How many hours will the vehicle be in use?
 - d. What time of the day/night is the vehicle normally in use?
 - e. Where will the vehicle be parked overnight?
 - f. Is there a routine mission requirement for vehicle use between 1800-0600. If yes, how often?
 - g. If the requirement for a vehicle is based on regulatory directives provide the appropriate reference.
4. Describe how your vehicle needs are currently being satisfied.
5. Provide specific rationale for why a pool vehicle will not satisfy your mission requirement.
6. Describe what the impact to your mission will be if a recurring dispatch vehicle is not provided.

APPENDIX C

Obtaining a Military Driver's License

A military driver's license is required to operate all government vehicles, including GSA vehicles. To obtain a military driver's license, follow the steps indicated below:

1. NCIC background check document found at the following link:

<http://www.belvoir.army.mil/DOL/Trans.asp>

2. Items needed to process license request:

(a) Copy of state driver's license (front and back)

(b) NCIC form

(c) MFR for 8-15 passenger van (optional) from Unit Level Commander or Civilian equivalent Completed 346/348 will be ready within 7 to 10 business days.

- **MFR for 8-15 Passenger Vans:** For Military and DoD Civilians a MFR (signed by Company Level Commander / DoD Civilian equivalent) must accompany your license stating that you have been **Trained, Briefed and Certified on the Characteristics, Hazards, and Handling of the 8-15 passenger van**. For DoD Contractors they must also provide a signed MFR from their Contracting Agency stating that they have been Trained, Briefed, and Certified from their equivalent of a Company Commander or DoD Civilian equivalent and maintain that MFR when driving and/or dispatching an 8-15 passenger van. For individuals who don't turn in the MFR their license will only cover Commercial Cargo Van, SUV, 7 Passenger Minivan, and Sedan.

3. Contractors must be certified through their contracting agency to operate a GSA NTV at no expense to the Government. A memo must be submitted to the TMP from the contractors Government Agency stating what the Individual has been certified on (vehicle type, full name, state license #, issuing state, expiration date, and any restrictions).

4. DoD Contractors; it must state on the contract with the Government that use of Government vehicles is authorized in order for you to operate a GSA NTV leased by the Federal Government.

Appendix D

References

DOD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles.

DoD Instruction 4515.7, Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area.

AR58-1, Management, Acquisition and Use of Motor Vehicles

AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

AR 385-10, The Army Safety Program

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it in order to understand this publication. All publications noted above.

Section III Prescribed Forms

This section contains no entries. All forms noted above.

Section IV Reference Forms

This section contains no entries. All forms noted above.

Section V Recordkeeping Requirements

This section contains no entries.

Section I Abbreviations

LRC

Logistics Readiness Center

TMP

Transportation Motor Pool

FBLRC

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